How do I cancel a purchase order?
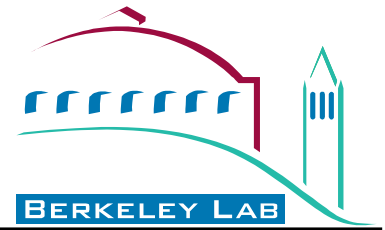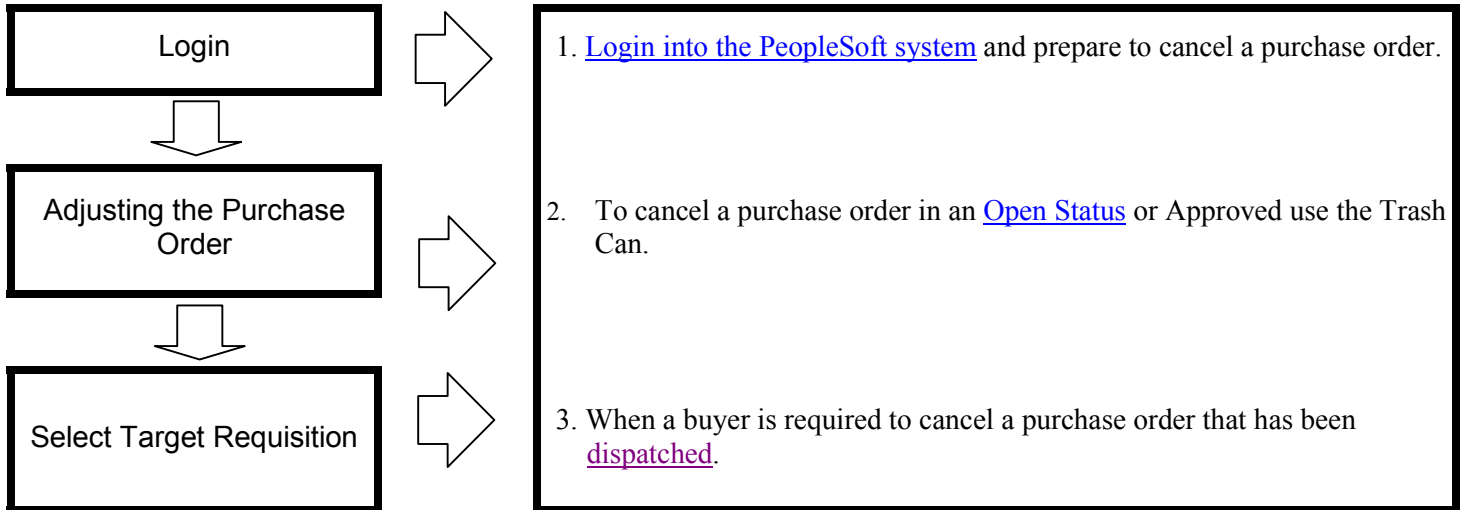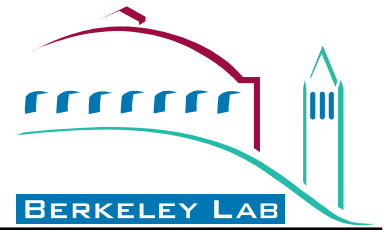
When a buyer is required to cancel a purchase order which has been dispatched or in an Open status.

Login	1. Login into the PeopleSoft system and prepare to cancel a purchase order.
Adjusting the Purchase Order	2. To cancel a purchase order in an Open Status or Approved use the Trash Can.
Select Target Requisition	3. When a buyer is required to cancel a purchase order that has been dispatched.

How do I cancel a purchase order?

Step 1:   Login

➢ Launch the PeopleSoft Signon from the Novel Application launcher.

  o   Connection type "Oracle" (Defaulted)

  o   Database Name "FMSPRD" (Defaulted)

  o   Enter your login name. (UPPERCASE only)

  o   Password is your login name (lowercase only)

➢ Click "OK"

How do I cancel a purchase order?
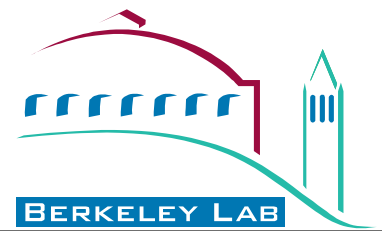
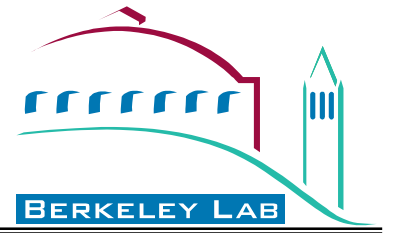## Step 2:   Canceling an Open purchase order

When a buyer is required to cancel a purchase order in an open status due to incorrect information.

Access the purchase order they are supposed to cancel and click on the "Header Tab".
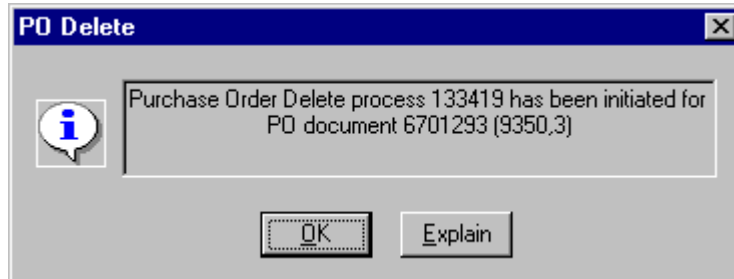

On this panel click on the "Trash" icon. You will receive a warning message.
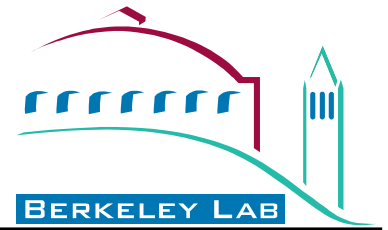

Click "**Yes**".

A second warning will appear confirming the cancellation process.

PO Delete

Purchase Order Delete process 133419 has been initiated for PO document 6701293 (9350,3)

[OK]   [Explain]

Step 3:   Canceling a Dispatched purchase order.

When a buyer is required to cancel a purchase order that has been dispatched, PeopleSoft requires that the purchase order complete the PO Edits and Budget Check along with PO Post. After the Posting process is complete the buyer can access the PO Workbench and cancel the purchase order.
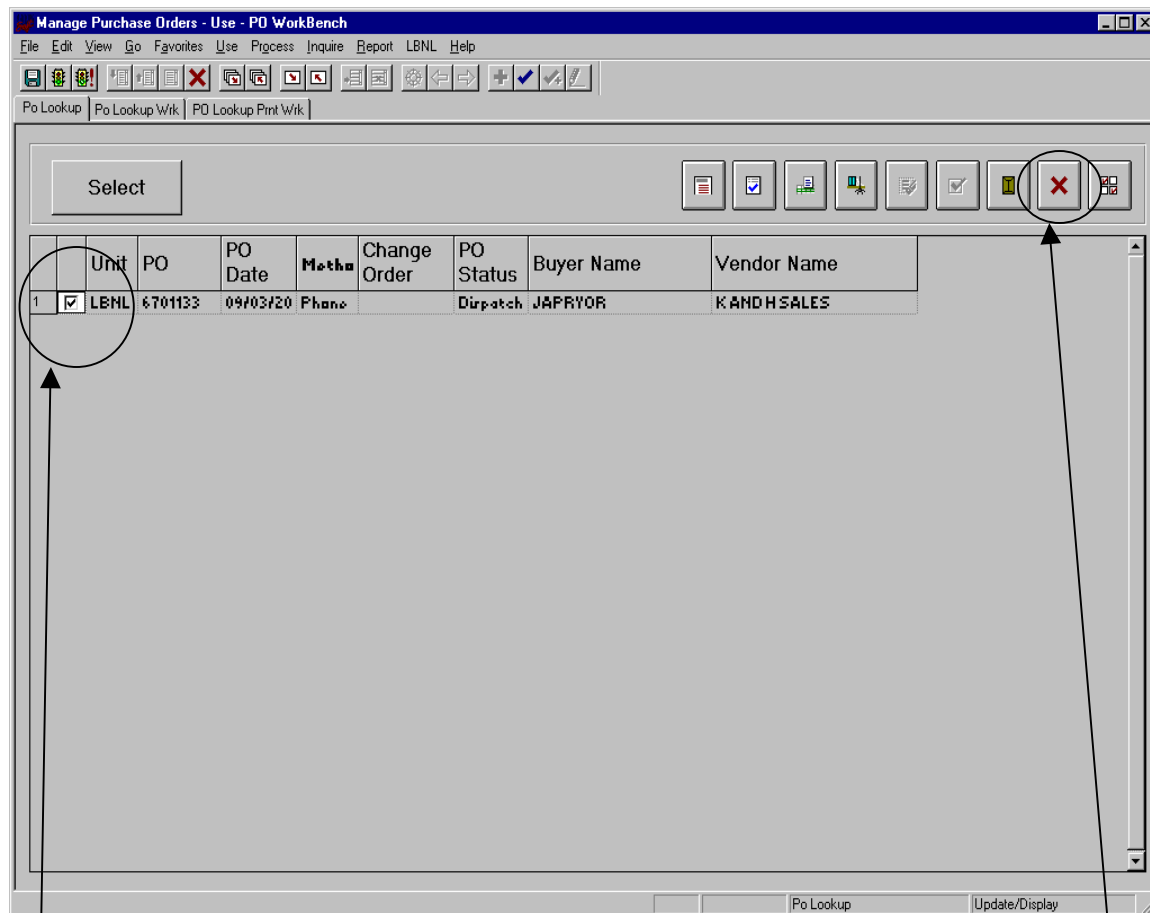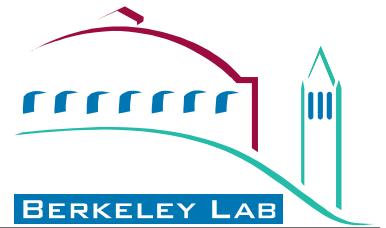
⇒ Go
⇒ Administer Procurement
⇒ Manage Purchase Orders
⇒ Use
⇒ PO Workbench
⇒ PO Lookup
⇒ Select

The Select search panel will display.

Enter the purchase order number in the PO field and click **"OK"**.

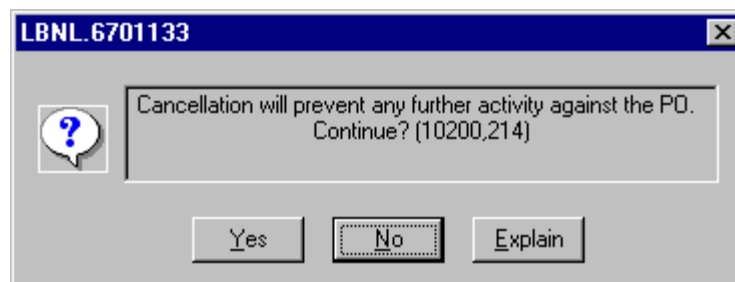The purchase order you've selected will appear on your PO Workbech.

How do I cancel a purchase order?

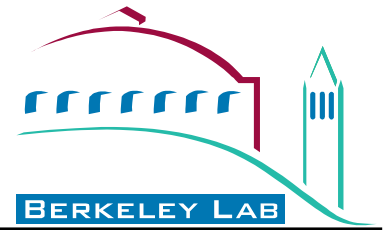Check the box on the line which will activate the Workbench icons.

Once the Cancel icon illuminates the user will be able to cancel this purchase order.

A warning message will appear instructing the user of canceling a purchase order.

Click **"Yes".**

How do I cancel a purchase order?

Once the process is activated another warning message will notify the user that "PO Recon" (Purchase Order Reconciliation) has been initiated. An that the buyer should refresh the panel.

Once the panel has been refreshed the status of the purchase order has changed to "Canceled".
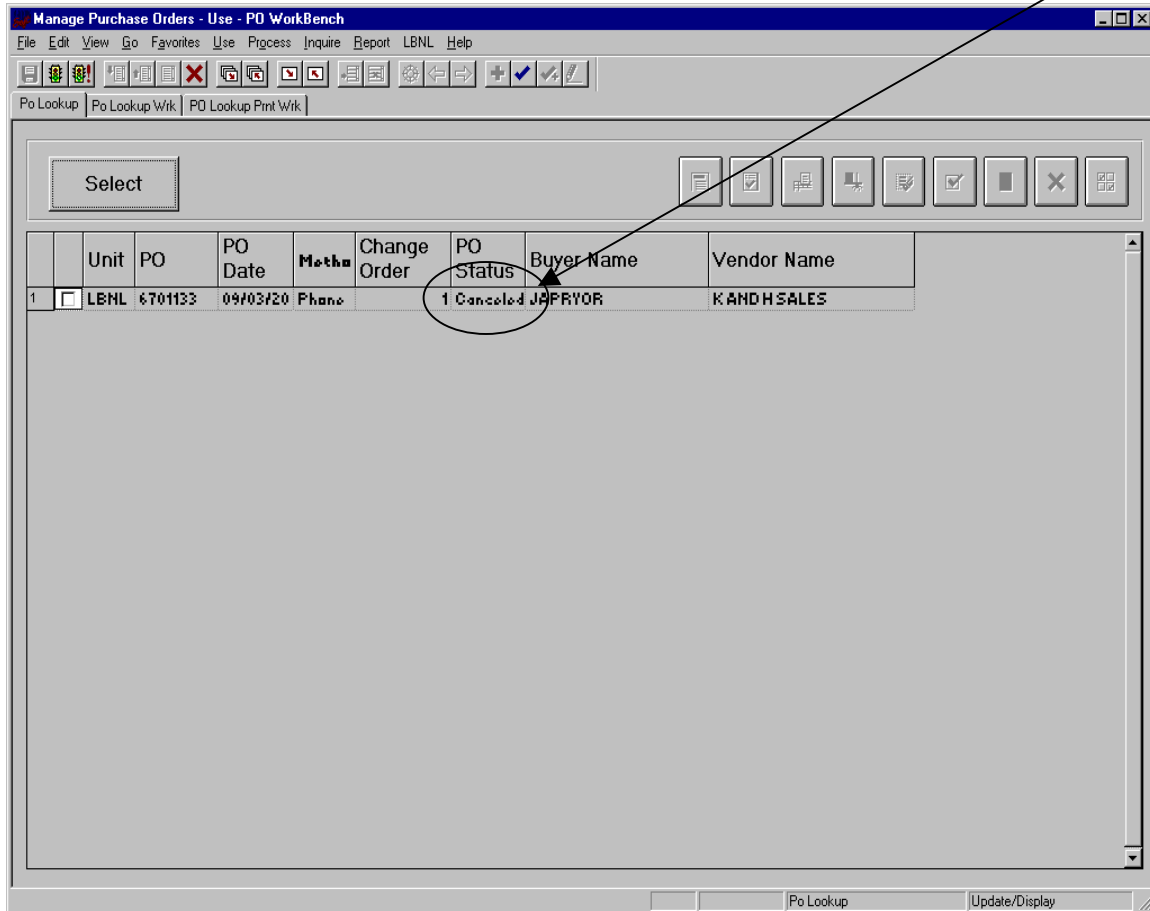
After the PO Post processes run, the original encumbrance will be relieved.

Once all the process have run the PO Status will change to **"Complete"**.